

Personnel

Payroll Regulations

**Time and Effort  
Reports**

**POLICY:** .01 The Laboratory maintains the time and effort reports necessary for salary payments, benefit balances, payroll deductions, program charges, costing, and other records that are essential for audit requirements and protection of the Laboratory's interests.

**REPORTING TIME AND EFFORT  
PERIODS AND INCREMENTS:**

**Exempt Employees** .02 Time and effort is reported by specific days on the time and effort report form. For regular and limited-term full-time employees, absences are generally reported in half-day increments, unless another specific policy applies (for example, discretionary absence, blood donation). Absences for regular and limited term part-time employees are reported in hourly increments. For short-term and casual employees, both full-time and part-time, the actual number of hours worked each day must be reported.

**Nonexempt Employees** .03 Time and effort is reported by specific days on the time and effort report form. Time is reported in quarter-hour increments.

**Time Codes** .04 Employees should report time worked using the "R" (Regular) code. Timekeepers should report employees not scheduled to work, except casuals, such as employees on a modified workweek with the "NS" (Not Scheduled) code. Timekeepers should use the "NT" (No Time) code for casual employees who have not worked during the week. Refer to the appropriate leave policy when reporting absences.

**COSTING:**

**Exempt Employees** .05 Programs on which work is performed are charged up to a maximum limit of 40 hours per week, unless an extended workweek has been approved. If the employee works more than 40 hours a week, the excess hours are not charged to any program.

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Subject to the approval of the manager, the employee allocates hours to the appropriate programs. An employee cannot report more time against a specific program than actually worked.

### Exempt Discretionary Absence

- .06 For full-time exempt employees, absences of less than 2 hours that are not designated as a specific kind of leave are charged to exempt discretionary absence if total hours for the week are less than 40. Record "DA" on the time and effort report in hourly increments. Exempt discretionary absence is a paid absence that is not charged to the employee's leave balance. It is used as a cost tracking mechanism only and not to determine the employee's pay.
- .07 Absences for blood donation (BD) and voting time (VT) are considered to be a form of a discretionary absence. An employee may not take additional discretionary time (DA) on a day when BD or VT are reported unless the BD or VT taken was for less than the 2 hours' discretionary time allowed.

### Nonexempt Employees

- .08 All programs on which work is performed are charged the actual time worked.

## RESPONSIBILITIES:

### Exempt Employees

- .09 Exempt employees are responsible for performing work assigned by the manger and for reporting their own time and effort. Time is reported only for those programs on which work was performed. The employee attests to the accuracy of the weekly time and effort report by handwritten or electronic signature.

### Nonexempt Employees

- .10 Nonexempt employees are responsible for performing work assigned by the manager and for reporting their own time and effort. All programs on which work was performed and all hours spent on each program must be recorded. The employee attests to the accuracy of the weekly time and effort report by handwritten or electronic signature.

### Managers

- .11 Managers are responsible for assigning work and for certifying that attendance has been reported as

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approved and that appropriate programs have been charged. Additionally, managers are responsible for approval of sick and vacation leaves and other special attendance codes, like jury duty, community service, emergency activities, etc. Managers approve post-pay period correction to the time and effort report.

### CERTIFICATION OF ATTENDANCE APPROVAL OF TIME AND EFFORT REPORTS:

- .12 The group-level manager or higher approves the time and effort report by handwritten or electronic signature. Group-level managers and above may delegate approval authority to deputies and acting managers. Approval authority may not be delegated to Team Leaders or other nonmanagement employees.

### TIME AND EFFORT REPORT DUE DATE:

- .13 The report must be entered into the reporting system and approved by group-level management or higher, by 12:00 p.m. (noon) of the first workday following the reporting period. The Payroll Team may announce earlier deadlines to compensate for processing time lost because of a holiday.

### RETENTION OF ATTENDANCE TIME AND EFFORT REPORTS:

- .14 The original time and effort reports must be retained in the Group Office files for a period of at least 1 year. After 1 year, these records must be sent to storage for an indefinite period.

### CORRECTIONS TO ATTENDANCE TIME AND EFFORT REPORTS:

- .15 ✂ When a correction is necessary, the time for the entire week must be entered and approved.

**NOTE:** Normally, corrections to attendance reports will not be accepted after 60 days from the end of the pay period affected. Corrections submitted after 60 days must go through the division-level manager with a memorandum explaining the delay.